

# Resources

Resources to help you set up the legal structure of your business and to meet other legal requirements for operating a business in Montana

You will need to decide how to legally structure your business entity as a qualified provider. Information regarding business models/organizational structure can be found at:

- [The Montana Secretary of State website:](#)or
- [The Internal Revenue Service website:](#)
- [The Small Business Administration](#)

You should seek legal assistance and you may want to contact the Montana Secretary of State's Office (SOS) for assistance in meeting any filing requirements for your business entity. The Montana SOS can be contacted at:

## **Montana Secretary of State Business Services Division**

P.O. Box 202801  
Helena, MT 59620-2801  
State Capitol, Room 260  
1301 6th Avenue  
Helena, MT 59620  
(406) 444-3665  
Fax (406) 444-3976  
<http://sos.mt.gov/Business/index.asp>

You may also be able to receive assistance with your business from the Montana Department of Labor and Industry (DOLI) and the Montana Department of Commerce:

## **Montana Department of Labor & Industry**

Job Service Operations  
P.O. Box 1728  
Helena, MT 59624  
Phone: 406.444.4100  
Fax: 406.444.3037

[http://wsd.dli.mt.gov/service/business\\_services.asp](http://wsd.dli.mt.gov/service/business_services.asp)  
[http://wsd.dli.mt.gov/service/employer\\_resources.asp](http://wsd.dli.mt.gov/service/employer_resources.asp)

## **Montana Department of Commerce**

PO Box 200501

301 S Park Ave

Helena MT 59620-0501

Phone: 406.841.2700

Fax: 406.841.2701

TDD: 406.841.2702

<http://businessresources.mt.gov/>

## **Links to statutes and administrative rules**

- [Montana Codes Annotated](#)
- [Administrative Rules of the State of Montana](#) (Dept. No 37, Chapter 34)
- [DDP Policies and Procedures](#)
- [Code of Federal Regulations](#)

## **Links to forms you may find helpful**

- [SSA Direct Deposit](#) form for direct deposit of government payments
- [Internal Revenue Service](#) forms including:
  - W-9 request for taxpayer identification number and certification
  - W-4 withholding calculations form for each person working for the provider

## **How to contact other DDP qualified providers**

### Montana Association of Community Developmental Services (MACDS)

MACDS is an association of providers of developmental disability services. It has a website that may be able to connect you with existing providers. MACDS or other providers may be able to provide you with assistance and guidance in meeting DDP requirements. For example, another provider may be able to provide examples of its policies and procedures for you to review, so that you can see how other providers have approached development of policies and procedures. Or they may be able to answer questions on how to meet some other requirement for becoming a Qualified Provider.

You may contact MACDS at:

Montana Association of Community Disability Services Systems Advocacy  
36 So. Last Chance Gulch, Ste. A  
Helena, MT 59601  
Phone: 406.443.1160  
Fax: 406.443.4614  
<http://www.mtacds.com>

### **Montana Council on Developmental Disabilities (MTCDD)**

Montana Council on Developmental Disabilities (MCDD)  
2714 Billings Avenue  
Helena, Montana 59601  
Main Phone: 406-443-4332  
Toll Free: 866-443-4332  
Fax: 406-443-4192  
<http://mtcdd.org/>

The MTCDD website includes links to brochures and other documents, including a directory of service providers in Montana: <http://mtcdd.org/directory-of-services/>

### **HIPAA Resources**

Information regarding Health Insurance Portability and Accountability Act Privacy Rule can be found in your DDP contract or at the [U.S. Department of Health and Human Services](#) website.

### **College of Direct Support (CDS)**

The Department will make the College of Direct Support training classes available to all full time Direct Care employees.

The qualified provider with a DDP contract will require that all full time direct care employees complete the core program within six months of the system being operational and available. The contractor will require that all new full time direct care employees hired after implementation complete the core program within six months.

For information on the College of Direct Supports, please contact the [Local DDP Office](#).

### **Accreditation Resources**

Accreditation is not required for qualified providers by DDP. Information regarding accreditation is available at:

- Commission on Accreditation of Rehabilitation Facilities (CARF)
- The Council on Quality and Leadership in Supports for People with Disabilities (The Council)

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